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**CSU FULLERTON POLICE DEPARTMENT  
GENERAL ORDER NUMBER 6-5 [CALEA 83.2.1]**

**CRIME SCENE PROCESSING**

**SUBJECT:** Procedures for processing crime scenes and collecting evidence

**PURPOSE:** To establish guidelines for identifying, collecting and preserving evidence at crime scenes.

**POLICY:** It is the policy of this Department to ensure that all crime scenes are processed thoroughly and evidence collected to aid in the eventual prosecution of offenders. The effective exercise of law enforcement responsibility in the investigation of crime and in the prosecution of offenders requires that information be obtained through the application of scientific knowledge and methods.

**PROCEDURE:**

- I. Crime Scene Processing
  - A. Crime Scene Processing Personnel [CALEA 83.1.1]
    1. Investigators are available on-call 24 hours a day to process crime scenes and collect evidence. Corporals in patrol are also trained to process crime scenes.
    2. For major scenes, Fullerton Police Crime Scene Investigators can be utilized at the discretion of the watch commander.
  - B. Field Evidence Operations
    1. The first officer on the scene will secure the scene and limit entrance to necessary personnel only. The Watch Commander will determine whether the scene is to be processed by patrol personnel or Department Investigators. The seriousness of the offense will be the deciding factor. In all major cases, Investigators will be notified to respond.
    2. The officer or designee responsible for the scene shall:
      - a. Assume control of the scene and protect evidence through the use of natural barriers or crime scene tape.
      - b. Conduct a preliminary scene survey.
      - c. Document those who enter and exit the scene.
      - d. Photograph the scene and any evidence.
      - e. Sketch and diagram the scene for any serious Part I crimes when a sketch may benefit the investigation.

- f. Process the scene for physical evidence to include fingerprints, tool marks, hairs, fibers, and trace or biological evidence.
- g. Note shoe and tire impressions
- h. Package, label and collect items of evidence.
- i. If the evidence is transferred to another person prior to being logged into the evidence system at the Department, the officer shall document the transfer on the Evidence/Property bags to maintain the chain of custody.
- j. Decide if an area needs to be reviewed under a black light

C. Preliminary Scene Survey

1. Officers/Investigators will conduct a preliminary scene survey once they have provided aid to the injured and determined no suspects remain on scene.
2. Preliminary actions should include:
  - a. Observe and record (look but don't touch).
  - b. Determine nature and extent of the crime scene.
  - c. Determine location of evidence.
  - d. Determine order of collection.
  - e. Establish best working route.
  - f. Duplicate movement of the perpetrator--in thought--and plan the search accordingly.
  - g. Note all existing conditions.
  - h. Note items out of place or damaged.
  - i. Note relationship between items.
  - j. Create an initial rough sketch.

D. Crime Scene Sketch

1. Detailed crime scene sketches are normally prepared only in major crimes.
2. Minimum detail to be contained in the sketch includes:
  - a. Time and date of preparation.
  - b. Location of offense, measurement from landmark.
  - c. Location of items of evidence in the scene.
  - d. Location and names of victims, witnesses, and suspects.
  - e. Relationships of the crime scene to other rooms, buildings, roads, etc.
  - f. Name of person preparing sketch.
  - g. Direction of north.
  - h. What lights were on/off.
  - i. What windows were open.

E. Photographing the Scene (CSUF utilizes only digital cameras) [CALEA 83.2.2]

1. At the end of the preliminary scene survey, overall digital photographs of the scene should be taken.
2. Take overall photos from several different locations.

3. Photograph the surrounding area thoroughly.
4. Midrange photography is utilized to orient the viewer as to the exact location of items of evidence in the scene.
  - a. The officer should attempt to include two items of evidence into the field of view, if possible, then a common item such as a desk, chair, etc.
  - b. Midrange photos should always be taken with a normal lens to prevent distortion.
5. Close-up photography should be utilized to photograph items of evidence before they are moved. These photographs should be taken:
  - a. With a full field of vision with the item.
  - b. With a close-up shot of the item with a scale, such as a six-inch ruler.
6. Record information on each photograph in RIMS on the photo page of the case report to include:
  - a. Date and time picture was taken;
  - b. Person taking the photos; and
  - c. A brief description of the subject(s), item(s), or scene in the photos.

F. Video Recording the Scene [CALEA 83.2.2]

1. Some major crime scenes should also be video recorded.
2. The video recording should record the condition of the scene, victims, and suspects, and collection of the evidence.
3. The sound should not be on when video recording a crime scene.
4. It will be noted in the incident report that the crime scene was recorded, the date and time, and person filming. The video recording will be entered into the Department evidence system.

II. Collection of Evidence

A. Fingerprinting [CALEA 83.2.3]

1. Obtain elimination fingerprints from victims and other relevant persons whenever it is possible these persons produced the lifted latent prints.
2. Items to be fingerprinted should be photographed where they were found prior to collection.
3. Decide whether to obtain latent prints at the scene or to package and request fingerprinting be performed at a later time.
4. Smooth surfaces are the easiest to process for fingerprints and can easily be processed at the crime scene.
5. Choose a fingerprint powder that is a contrasting color to the surface being processed. Black, gray and white powders are available.
6. This Department primarily utilizes volcanic (oxide) & magnetic powder.
  - a. Volcanic (oxide) powder is used on paper products, wood, painted non-metallic and painted metallic surfaces.
  - b. Magnetic powder is used on paper, wood, plastic, painted non-metallic, glass, porcelain, and china surfaces.

7. Fingerprint powder should be lightly applied utilizing circular motions with the brush to pick up the circular patterns of the fingerprint.
8. The fingerprint should be lifted utilizing transparent tape applied evenly to prevent air bubbles. Once lifted the tape with the print should be placed on a lifter card.
9. The card should be marked with the following information.
  - a. Location
  - b. Case number
  - c. Date and time
  - d. Officer's name

B. Marking Evidence

1. The officer collecting the item of evidence will be the person responsible for marking or labeling the item at the time it first comes into custody.
2. Procedures for marking items of evidence can be found in Part II, General Order 6-2.

C. Collection of Evidence from a Known Source [CALEA 83.3.1]

1. Evidence will be collected from known sources for submission to the laboratory for comparison with physical evidence collected.
2. Materials and substances such as hair, fibers, paint, glass, wood, soil, and tool marks shall be collected from known sources whenever available.

D. Packaging of Evidence

1. Officers may use envelopes, bags or boxes, whichever is most appropriate, for packaging evidence.
2. Complete procedures for packaging of evidence can be found in General Order 6-2, Part III.

III. Evidence Processing Equipment

A. Equipment and supplies required for processing scenes, collecting and preserving physical evidence, and investigating accidents are available to all officers either as part of a portable evidence collection kit in the Investigator's office or in the Department storage room.

B. Crime scene processing equipment that is available for use includes:

1. Fingerprint kits containing volcanic and magnetic powders, brushes, tape, and cards. [CALEA 83.2.4a]
2. Digital and video cameras. [CALEA 83.2.4b]
3. Crime scene sketchpads, rulers and templates. [CALEA 83.2.4c]
4. Packaging and collection materials such as plastic and paper bags of various sizes, envelopes, plastic containers, evidence tags and marking pens. [CALEA 83.2.4d]

## IV. DNA Evidence

- A. DNA is the fundamental building block for an individual's entire genetic make-up. DNA collected from a crime scene can either link a suspect to the evidence or eliminate a suspect.
- B. DNA evidence can be collected virtually anywhere. The following chart is a guideline as to where officers/detectives /ID technicians might find DNA evidence at a crime scene.
- C. First Responder Responsibilities and Precautions [CALEA 83.2.7a]
1. Contaminated gloves will be changed prior to handling other evidence to avoid cross-contamination.
  2. Use disposable instruments or clean them thoroughly before and after

EVIDENCE	Possible Locations	Possible Source of DNA
Baseball bat or similar weapon	Handle, end	Sweat, skin, blood, tissue
Hat, bandana or mask	Inside	Sweat, hair, dandruff
Eyeglasses	Nose or ear pieces, lens	Sweat, Skin
Facial tissue, cotton swabs	Surface area	Mucus, blood, sweat, semen, earwax
Dirty laundry	Surface area	Blood, sweat, semen
Toothpick	Tips	Saliva
Used Cigarette	Cigarette butt	Saliva
Stamp or envelope	Licked area	Saliva
Tape or ligature	Inside/outside surface	Skin, sweat
Bottle, can, or glass	Sides, mouthpiece	Skin, sweat
Used condom	Inside/outside surface	Semen, vaginal, or rectal cells
Blanket, pillow, sheet	Surface area	Sweat, hair, semen, urine, saliva
"Through and through" bullet	Outside surface	Blood, tissue
Bite mark	Person's skin or clothing	Saliva
Fingernail, partial fingernail	Scrapings	Blood, sweat, tissue

- handling each sample.
3. Avoid touching the area where you believe DNA may exist.
  4. Avoid talking, sneezing, and coughing over evidence.
  5. Avoid touching your face, nose, and mouth when collecting and packaging DNA evidence.
  6. Air-dry evidence thoroughly before packaging.
  7. Put evidence into "new" paper bags or envelopes, not into plastic bags. Do not use staples.
- D. DNA Procedures for Collection, Storage, and Transportation [CALEA 83.2.7b]
1. Collection Equipment
    - a. Glassine paper (used for scraping)
    - b. Distilled or deionized water
    - c. Swabbing material
      - 1) Cotton swabs (preferred)

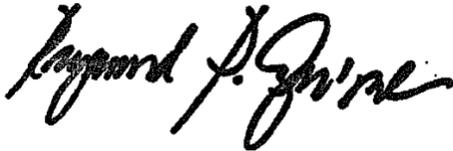
- d. Coin envelopes
  - e. Brown paper bags – assorted sizes
  - f. Scalpel blades or single edged razor blades.
2. Collection
    - a. Collect entire item
    - b. Cover stain on non-absorbent surfaces with glassine paper to prevent loss during transit.
    - c. Non-Absorbent Surfaces –Scraping
      - 1) Scrape each stain with a new blade.
      - 2) Scrape into a clean piece of paper.
      - 3) Collect a control when necessary.
    - d. Non-Absorbent Surfaces –Swabbing
      - 2) Moisten swab material with minimal distilled water.
      - 3) Dry, then package in weighing paper.
      - 4) Need controls
    - e. Dry Absorbent Surface, such as clothing collect entire item
    - f. Other surfaces use the cutting technique
  3. Transportation and Storage
    - a. When transporting and storing evidence that may contain DNA, it is important to keep the evidence dry and at room temperature.
    - b. Once the evidence has been secured in paper bags or envelopes, it should be sealed, labeled, and transported in a way that ensures proper identification of where it was found and proper chain of custody.
    - c. Never place evidence that may contain DNA in plastic bags because plastic bags will retain damaging moisture.
    - d. Direct sunlight and warmer conditions also may be harmful to DNA, so avoid keeping evidence in places that may get hot, such as a room or police car without air conditioning.
    - e. Evidence will be forwarded to the Orange County Crime Lab as soon as possible, by the investigative officer or evidence technician. [CALEA 83.2.7d]
    - f. If necessary, place dry DNA evidence into the refrigerator in the Police Department Property and Evidence area for temporary storage.
- E. DNA Evidence Collection Training Requirement [CALEA 83.2.7c]
1. All persons collecting DNA evidence should have completed field training in evidence collection methods and at the earliest opportunity attend a P.O.S.T. certified course covering field evidence collection to include DNA evidence collection.
  2. The certified Crime Scene Investigator Course and Basic Detective Core Course, as well as certain field evidence courses meet this requirement.
- V. Documentation [CALEA 83.2.6]

- A. The reporting officer will note in the Police Report who processed the crime scene and what forms of processing occurred.
1. The officer will note if photographs were taken and if a sketch was made.
  2. If the scene was processed for fingerprints, this will be noted.
  3. If no evidence was recovered after processing, or if the scene could not be processed due to contamination this will be noted in the report.
- B. The officer who processes the crime/accident scene will prepare a log of each item of evidence recovered at the crime scene.
1. The log will list each item numerically as it is recovered.
  2. A description of each item of evidence recovered will also be noted.
- C. Each item of evidence recovered or seized will be entered into the property section in RIMS and note any transfer of custody per General Order 6-2.

REVIEWED BY:

P. Launi

APPROVED:

A handwritten signature in black ink, appearing to read "Raymund J. Aguirre". The signature is written in a cursive, flowing style.

Raymund Aguirre  
Chief of Police